

HOST LOCATION ENVIRONMENT REQUIREMENTS

Hardware and Software

Kryterion delivers tests through the Microsoft® Internet Explorer Web browser. Minimum hardware and software requirements include:

- Processor: 300MHz or higher required
- 128MB RAM or greater required
- Operating System: Windows XP, Windows Vista, and Windows 7 only
- Hard Drive: Minimum 500MB available space
- Video: A minimum of 256 colors with video display set to 1024 x 768 resolution
- VMonitor: 15" color (minimum), 17" flat screen preferred
- Pointing Device: Microsoft or compatible mouse
- Internet Access: Direct non-cached connection to the Internet via dedicated ISDN, DSL, T1, or cable connection. Please notify us if your network uses any Internet acceleration/caching software or hardware.
- Installed applications: Internet Explorer 6.0 or higher only (all current Microsoft security patches applied). Mozilla Firefox is not acceptable.
- Firewall: ports 80 and 443 need to be open
- Installation of Adobe Acrobat Reader: <http://get.adobe.com/reader>
- Installation of Java Runtime Environment (JRE):
<http://java.sun.com/javase/downloads/index.jsp>
- Installation of Adobe Flash Player: <http://get.adobe.com/flashplayer/>
- Installation of Apple QuickTime Player: <http://www.apple.com/quicktime/download/>
- Installation of Office 2003 Add-in: Office Web Components
<http://www.microsoft.com/downloads/details.aspx?FamilyId=7287252C-402E-4F72-97A5-E0FD290D4B76&displaylang=en>
- Any scheduled or system/network resident software or hardware that has the capability to interrupt, intercept or otherwise interfere with test delivery must be disabled during test sessions. This includes, but is not limited to the following:
 - Software that has the capability to produce alerts such as contact managers, calendars, email, etc.
 - Screen and device capture utilities
 - Pop-Up Blocker
 - Anti-virus Software
 - Windows Update
- All software applications except Webassessor must be closed prior to the launch of a Kryterion exam

NOTE: To avoid interruption during a test session, it is important that all test computer settings for the "Windows" updater be set to manual updates. You can do this by going to the "Control Panel" on the test computer and clicking "Automatic Updates" on the menu. Select the option labeled "Turn off Automatic Updates." Once this has been done, it will be necessary to establish a regular schedule for manually downloading and installing Windows updates.

General Office Equipment and Storage

- Facsimile machine: One facsimile machine must be available for communication between the HOST Location and Kryterion (Kryterion fax number is 602-437-0976).
- Printer (networked or dedicated): On occasion, the test procedures will require that the Kryterion Certified Proctor (KCP) download, print and present a testing aid to a Test Taker. In these cases, the KCP will be responsible for retrieving and discretely providing the applicable document to the Test Taker.

- Additional Computers: Adobe® Acrobat must be installed on the computer(s) connected to the printer(s). Adobe Acrobat is required for downloading any test aids the Test Taker may need during the test session.
- Secure Storage Area: Some certification sponsors require that a document, drawing or other form of test aid be stored at the HOST Location and made available to the test taker when they arrive to take their test. A secure storage room, closet, cabinet or bin is required for this purpose.
- A lockable locker, cabinet, drawer or bin must be used to store a Test Taker's personal belongings during the test session.
- Noise canceling headphones or disposable earplugs available should be available at each workstation.

Facility

Each HOST Location must conform to local building, sanitation and health codes and at a minimum:

- Building and grounds must be clean and in good condition.
- Restrooms must be clean, properly stocked and in proper working order.
- Location exits must be clearly marked and unobstructed.
- Fire extinguishers must be available and in working order. The location of the fire extinguishers must be clearly marked and easily accessible.
- Adequate parking near the HOST Location must be available and/or near public transportation.
- In general, the HOST Location should exhibit a pleasant and comfortable atmosphere, and provide a distraction-free, professional testing environment.
- HOST Locations are required to abide by all laws regarding the accommodation of individuals with disabilities with respect to the accessibility of the physical premises, as well as seating and computer workstation configurations. For more information on requested accommodations, refer to the "Test Takers with Special Needs" section of this manual.
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Testing Area

- The testing area must be located so Test Takers are not disturbed by foot traffic, conversations or outside noise. Noise Canceling Headphones or disposable earplugs must be provided to test takers if they complain about noise or request these items.
- The testing area must be free from any other activity during a test session, however, during non-testing times, the testing area may be available for other activities.
- No tobacco products, food, drink and chewing gum is allowed in the testing area.

Proper Control of Room Temperature and Ventilation

- The testing area must be comfortable and well ventilated. Room temperature should range between 70 - 75 degrees Fahrenheit or 20 - 25 Celsius.
- Ventilation should supply continuous air circulation.
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Lighting

- There must be ample lighting in the testing area so that the Test Taker can easily read test items, materials and the computer screen without difficulty.

Physical Space

- The testing area must be large enough to place the testing stations, computer tables and chairs adequately, so the Test Taker can easily move around.
- Each testing workstation must be separated with a partition or spaced apart by 5 feet or 1.5 meters to prevent a candidate from viewing another computer screen. If a partition or an adequate amount of space between workstations is not available, a Kryterion test taker cannot be placed next to another Kryterion Test Taker.

Workspace

- Workstations/table tops must be large enough to allow for the monitor, keyboard (if not placed on a slide tray under desk), mouse and test aids used by a Test Taker.
- Inches: Minimum height (H) should be 30 in. and width (W) should be 32 in. Depth (D) can vary based on whether a slide tray is used under the desk for the keyboard, and the type of monitor being used; flat screen vs. CRT monitor. The workstation/table top area should be a minimum of 864 square inches ($D \times W = \text{Square inches}$).
- Centimeters: Minimum height (H) should be 72.2 cm and width (W) should be 81.3 cm. Depth (D) can vary based on whether a slide tray is used under the desk for the keyboard, and the type of monitor being used; flat screen vs. CRT monitor. The workstation/table top area should be a minimum of 5574.182 square cm. ($D \times W = \text{Square centimeters}$).